

M.A. Checklist

TIME LINE	TASK
ASAP	Make an advising appointment with your advisor. Your advisor will go over your advising guide with you. A list of students and assigned advisors is available in the glass case in front of CL 473.
First Semester	Begin your prerequisite courses (Minimum grade of B required in each course): Prerequisites: MA LING: LING 101, LING 111, LING 112 MA TESOL: LING 101, LING 107
Second semester	If you need to, begin work on your Foreign Language Requirement. Take LLD 250W unless previously taken. (LLD 250W must be completed with a grade of “B” or better to satisfy the University Writing requirement) NOTE: LLD 250W and the foreign language requirement must be completed before you advance to candidacy.
After completing all prerequisites	Submit a Change of Classification form to your advisor, who will forward it to the TESOL or Linguistics Coordinator. Your advisor will return the signed original as well as a xeroxed copy to you within a few days. Keep the copy and take the original to Graduate Applications and Program Evaluations (GAPE), in the Student Services Center. You are now “classified” and officially a part of your M.A. degree program.
Thesis Option	If you are thinking about the Thesis Option, attend a Thesis Orientation for more information. Thesis Orientation is given every semester around the sixth week.
As soon as you have completed 9 units beyond prerequisites in your degree program	and satisfied the University Writing Requirement (LLD 250W) and the Foreign Language Requirement, submit a Petition for Advancement to Graduate Candidacy form in person to your advisor, who will submit it to the Degree Programs Coordinator. (This form must be submitted at the beginning of the semester before the semester you intend to graduate). Your advisor will return the signed original and a xeroxed copy to you within a few days. Keep the copy and take the original to GAPE. You have now “advanced to candidacy.” NOTE: If you take any different courses from the ones you listed on the above form, you must have a Request for Course Substitutions in the Master’s Program signed by your advisor and forwarded to the TESOL or Linguistics Coordinator. After completing LLD 270, 271, 280, and 283, M.A. students may file a Petition to Receive Graduate Certificate in TESOL with their advisor, who will initial it and forward it to the TESOL Coordinator, who, in turn, will approve it and submit it to the LLD office for processing.
COMPS Semester	At the beginning of the semester you intend to take the Comprehensive Examinations (“Comps”), file a Petition to Take Comprehensive Examinations , get your advisor’s signature of approval, and submit it to the LLD office. Attend Comps Orientation.
Graduation Semester	File an Application for Award of Master’s Degree form with GAPE.
Any time	Every time you change your name, address, phone number or your email address, please make changes accordingly to MySJSU.

Statement on Plagiarism

The Department would like to emphasize that we adhere strictly to the rules against plagiarism as set forth in the SJSU Catalog. The Catalog defines plagiarism as follows:

1.2 Plagiarism. At SJSU, plagiarism is the act of representing the work of another as one's own (without giving appropriate credit) regardless of how that work was obtained, and submitting it to fulfill academic requirements. Plagiarism at SJSU includes but is not limited to:

1.2.1 The act of incorporating the ideas, words, sentences, paragraphs, or parts thereof, or the specific substance of another's work, without giving appropriate credit, and representing the product as one's own work; and

1.2.2 Representing another's artistic/scholarly works such as musical compositions, computer programs, photographs, paintings, drawing, sculptures or similar works as one's own.

(available at <http://info.sjsu.edu/web-dbggen/narr/catalog/rec-1520.html> – Academic Integrity Policy)

Should a student plagiarize in any Linguistics or LLD course, the instructor will report the student to the University's Office of Judicial Affairs.

I have read and understood this statement.

Signature _____ Date _____